



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY SUPPORT ACTIVITY AREA III
UNIT #15716
APO AP 96271-5716

REPLY TO
ATTENTION OF

EANC-HG-PA-CC (100)

17 July 2002

MEMORANDUM FOR ALL SUPERVISORS OF CIVILIAN PERSONNEL

SUBJECT: US Army Support Activity Area III Policy Memorandum #36, Alcohol and Drug Abuse Policies for Civilian Employees

1. This policy **supersedes** USASA AIII Policy Memo #36, SAB, dated **30 May 2000**.
2. **References:**
 - a. Federal Personnel Manual Chapter 792, Subchapters 5 and 6.
 - b. Executive Order 12564.
 - c. AR 600-85, Army Substance Abuse Program, 1 Oct 01.
3. **Applicability:** This policy letter is applicable to all military and civilian supervisors of civilian personnel assigned to US Army Support Activity, Area III.
4. The abuse of alcohol and other drugs has been an increasingly serious problem over the past few years. The abuse of these substances poses a serious health hazard to those who abuse them and a social and financial burden to those who do not. Substance abuse, as with any personal problem, will eventually cause difficulties including impaired duty performance. The most common ways these problems assert themselves on performance are through lowered job efficiency and absenteeism from the job. Either **case causes** a hardship on those at the work site who have to pick up the added burden. The work force at Area III represents a cross-section of society and it is therefore logical to expect the problems that plague our society to creep into the work place. Because of the importance of our mission, it is imperative that supervisors learn to recognize performance problems and to take effective action once they have been identified.
5. The abuse of alcohol or other drugs can have devastating consequences to those who abuse them, to the organization where they work, and to Area III and its overall mission. Employees who abuse alcohol or other drugs simply will not be able to consistently meet the demands of the Army. Supervisors of all levels must address any behavior, on or off the job, which impairs duty performance, security, or national interests. Supervisors must deal with employees whose job performance suffers because of personal problems, especially if the problem is that of alcohol or drug abuse. Supervisors do not have a choice when it comes to addressing problems in the work place. **When one accepts the responsibility of being a supervisor, he or she also accepts the responsibility of addressing the problems that arise.**

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Because these issues are important to the accomplishment of the mission, the following policies apply:

a. Any use of alcohol or other drugs that interfere with safe and efficient job performance will necessitate referral to the ASAP Employee Assistance Program (EAP) and may involve initiation of disciplinary action. It is important that supervisors not only identify problems that arise but that they identify these problems at an early stage so they can be more successfully confronted. Supervisors must ensure that the performance of everyone under his or her supervision is at an acceptable level.

b. Once recognized, those who suffer from personal problems impacting on job performance or conduct must be referred to the ASAP Employee Assistance Program (EAP). Supervisors should not attempt to counsel employees for personal problems; supervisory counseling should be limited to counseling on job performance or conduct. If rehabilitative efforts fail, normal disciplinary measures may be taken. Supervisors should seek the guidance and assistance of the installation Civilian Personnel Advisory Center (CPAC) staff pertaining to these issues.

c. Possession or use of illegally obtained drugs on the job or on the premises of this installation may be cause for appropriate disciplinary action. Additionally, the use of alcoholic beverages while on duty must not be tolerated.

6. It is important that a healthy work force be maintained in order for the mission of USASA Area III to be accomplished. Supervisors at all levels are responsible for enforcing these policies and keeping those under their supervision informed of them as well. **Questions** concerning alcohol and drug abuse services or counseling for any personal problem for civilian employees should be directed to the ASAP EAP Coordinator at **753-7361**.

Michael D. Clay 17 Jul 02
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Commanding

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